

## Who we are and what we do:

The Mission of the Tennessee Wildlife Resources Agency is to preserve, conserve, manage, protect, and enhance the fish and wildlife of the state and their habitats for the use, benefit, and enjoyment of the citizens of Tennessee and its visitors. The Agency will foster the safe use of the state's waters through a program of law enforcement, education, and access.

The Tennessee Wildlife Resources Agency has come a long way since it was established in 1949 and was called the Game and Fish Commission. Completely reorganized in 1974, it now consists of more than 700 professionals dedicated to the preservation, conservation, and enhancement of Tennessee's fish and wildlife for the enjoyment of all Tennesseans and our visitors.

## How you can make a difference in this role:

This position performs a variety of duties managing both the office and administrative staff of TWRA's Jackson, Tennessee office. As such, the selected applicant should be a highly skilled in office and staff administration. The ideal candidate should be self-sufficient and professional, functioning as an executive level support member to the senior leadership team. This role has daily contact with internal and external customers of the Agency and should be able to represent the Executive Director's vision of becoming the premier wildlife resources agency.

TN State Government Careers



## Administrative Services Assistant 4 Regional Administrator Region 1 – Madison County Tennessee Wildlife Resources Agency

Are you looking for an exciting opportunity to contribute in a significant way to a nationally recognized wildlife management organization? We are seeking a highly motivated, organized, experienced administrative services assistant to serve as the regional administrator for TWRA's Region 1 office in Madison County. This position reports to the Assistant Executive Director of Staff Operations.

### Key Responsibilities:

- Manage the administrative support functions in the Region 1 office located in Jackson Tennessee.
- Coordinate and assimilate information to and from public contacts, political outreaches, other agencies and all regional program managers and Division Chiefs.
- Serve as the Region 1 office facilities manager responsible for recommending annual and long range planning for the maintenance of operations, facility support contracts, HVAC repair and general building maintenance.
- Serves as office manager and supervisor for the Region 1 administrative support staff and works with regional program managers and other staff to provide administrative support to line functions ensuring quality and timely service delivery including support on personnel issues, licenses, procurement, inventory, MVM, time and attendance, credit card management and deposits.

### Preferred Minimum Qualifications:

A bachelor's degree from an accredited college or university and four years of professional staff administrative work. Graduate coursework may substitute for the required experience. Full time sub-professional, paraprofessional, or professional experience may substitute for the preferred educational requirements.

### Note:

For this executive service position, the acceptable minimum qualifications are determined by the appointing authority.

### To apply:

Please submit your resume to Sandra Patterson at [Sandra.Patterson@tn.gov](mailto:Sandra.Patterson@tn.gov).

*Pursuant to the State of Tennessee's Workplace Discrimination and Harassment policy, the State is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination and harassment in the workplace. It is the State's policy to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status or any other category protected by state and/or federal civil rights laws.*